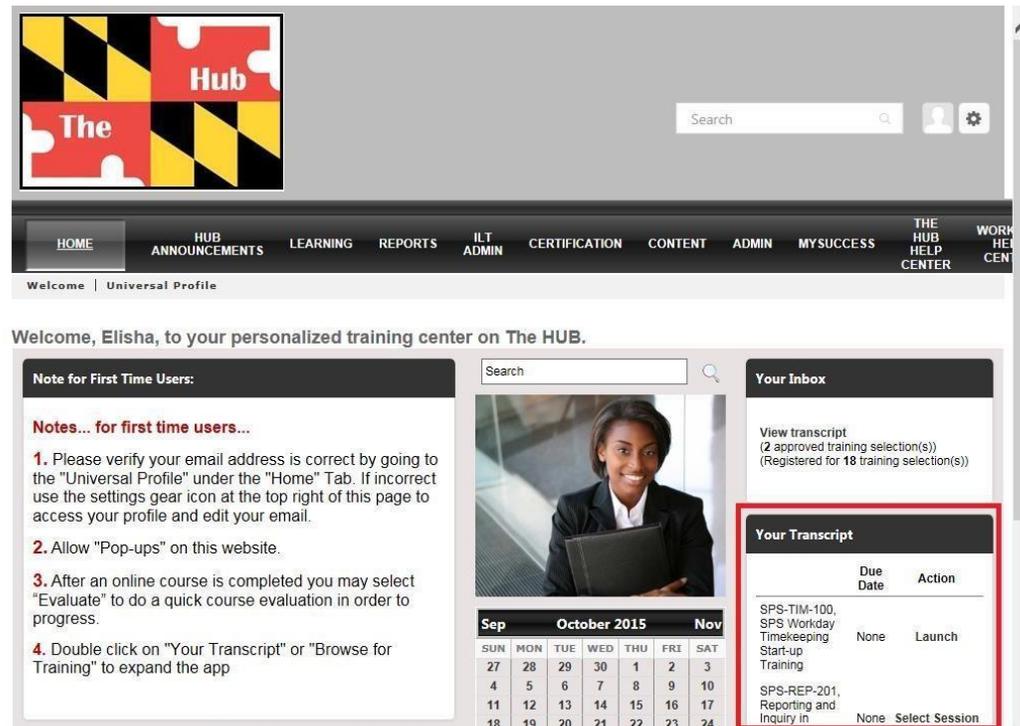


Withdraw from a Course in the HUB

Use this procedure to withdraw from an instructor-led course or event for which you have registered.

Procedure:

Home Page

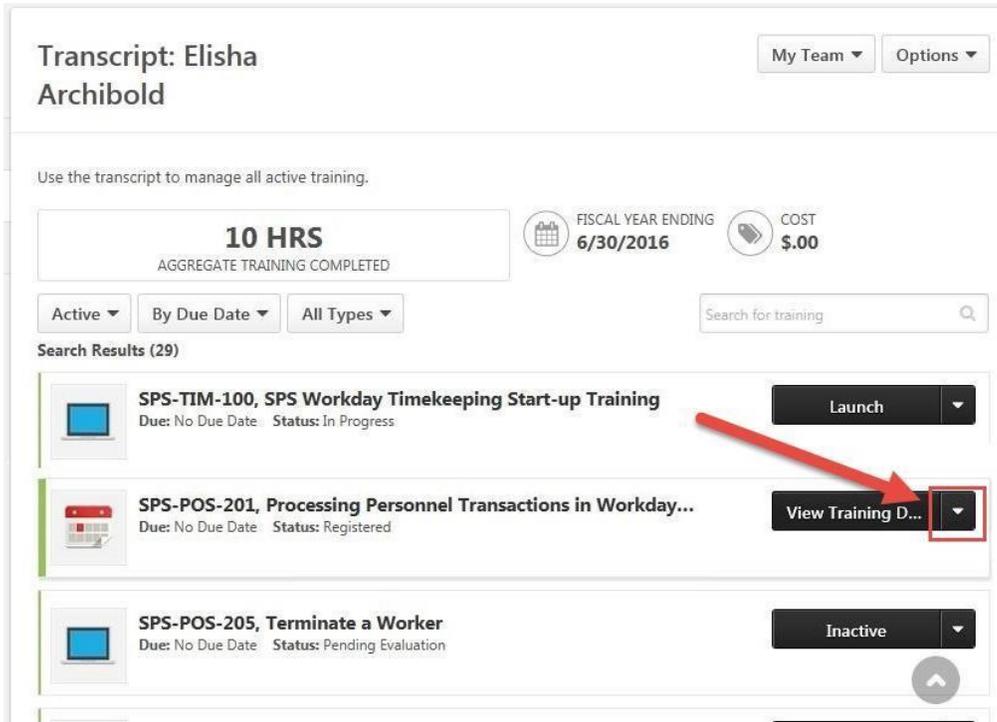


The screenshot shows the HUB Home Page. At the top left is the 'The Hub' logo. A search bar is located in the top right. Below the logo is a navigation menu with tabs: HOME, HUB ANNOUNCEMENTS, LEARNING, REPORTS, ILT ADMIN, CERTIFICATION, CONTENT, ADMIN, MYSUCCESS, THE HUB HELP CENTER, and WORK HELP CENT. Below the navigation menu is a welcome message: 'Welcome, Elisha, to your personalized training center on The HUB.' There are three main sections: 'Note for First Time Users' with instructions, a calendar for October 2015, and 'Your Inbox' with a 'View transcript' link. The 'Your Transcript' section is highlighted with a red box and contains a table with columns 'Due Date' and 'Action'.

Due Date	Action
SPS-TIM-100, SPS Workday Timekeeping Start-up Training	None Launch
SPS-REP-201, Reporting and Inquiry In	None Select Session

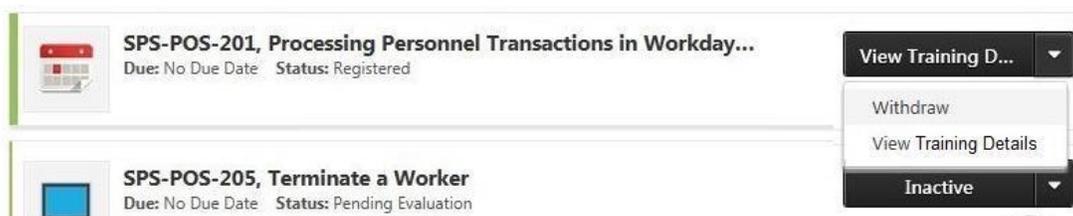
1. From the Home page, click the View Your Transcript  link to access your transcript.
2. In your transcript, find the course/event from which you want to withdraw.

Transcript



3. Click the drop down  button next to the course/event to select an action.

Transcript

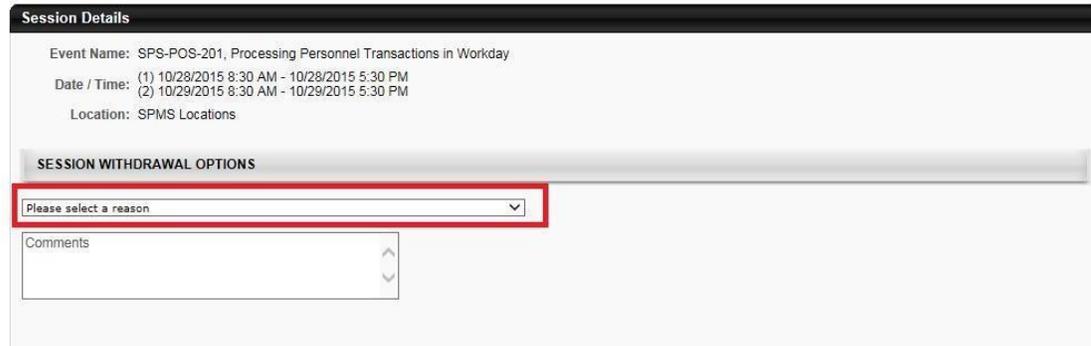


4. Select "Withdraw" from the list.

Withdraw Registration Page

Withdraw Registration

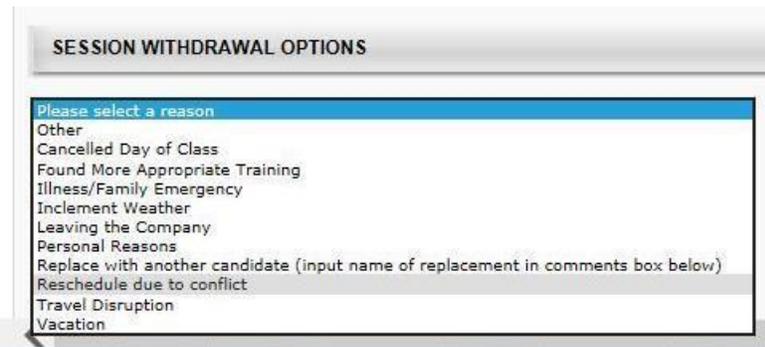
If you withdraw your registration for this session, you will immediately be withdrawn from the roster.



The screenshot shows a form titled "Session Withdrawal Options". Under the "Session Details" section, the event name is "SPS-POS-201, Processing Personnel Transactions in Workday". The date/time options are (1) 10/28/2015 8:30 AM - 10/28/2015 5:30 PM and (2) 10/29/2015 8:30 AM - 10/29/2015 5:30 PM. The location is "SPMS Locations". The "SESSION WITHDRAWAL OPTIONS" section contains a dropdown menu with the text "Please select a reason" and a "Comments" text area below it.

5. Under the "Session Withdrawal Options" section, click the drop down field.

Select Withdrawal Reason



The screenshot shows the "SESSION WITHDRAWAL OPTIONS" dropdown menu expanded. The menu items are: "Please select a reason", "Other", "Cancelled Day of Class", "Found More Appropriate Training", "Illness/Family Emergency", "Inclement Weather", "Leaving the Company", "Personal Reasons", "Replace with another candidate (input name of replacement in comments box below)", "Reschedule due to conflict", "Travel Disruption", and "Vacation".

6. Select a withdrawal reason from the list.
7. Enter additional explanation in the Comment field.

Withdrawal Registration Page

Withdraw Registration

If you withdraw your registration for this session, you will immediately be withdrawn from the roster.

Session Details

Event Name: SPS-POS-201, Processing Personnel Transactions in Workday
 Date / Time: (1) 10/28/2015 8:30 AM - 10/28/2015 5:30 PM
 (2) 10/29/2015 8:30 AM - 10/29/2015 5:30 PM
 Location: SPMS Locations

SESSION WITHDRAWAL OPTIONS

Reschedule due to conflict ▼

Need to schedule for another session. ▲▼

Submit **Cancel**

- Click the **Submit**  button.

Transcript

Transcript: Elisha Archibold My Team ▼ Options ▼

Use the transcript to manage all active training.

10 HRS

AGGREGATE TRAINING COMPLETED

FISCAL YEAR ENDING

6/30/2016

COST

\$0.00

Active ▼ By Due Date ▼ All Types ▼

Search for training Q

Search Results (29)

 **SPS-TIM-100, SPS Workday Timekeeping Start-up Training** Launch ▼

Due: No Due Date Status: In Progress

 **SPS-POS-201, Processing Personnel Transactions in Workday...** Select Session ▼

Due: No Due Date **Status: Withdrawn** ←

 **SPS-POS-205, Terminate a Worker** Inactive ▼

Due: No Due Date Status: Pending Evaluation

- You will be returned to your Transcript. On your transcript, find the course/event and confirm that the Status of the event/course is "Withdrawn".



10. If desired, register for another session. The course will remain in your transcript until you archive it or it is removed by the administrator upon request.

11. The System Task is complete.